

Chapter 1.4

Written safety and health program

1. Applicability of this chapter

You are required to follow this chapter if you:

- a. Need guidance on safety and health requirements or standards.
- b. Need a variance to any safety and health requirement.
- c. Need to recommend changes to center-level safety and health requirements.
- d. Maintain center safety and health requirements.
- e. Maintain safety and health documentation for your organization.

2. Description of Sub-element 1.4

This Handbook contains JSC's written safety and health program. Parts 1–4 cover all major elements of VPP and their sub-elements. Our program also meets the requirements in 29 CFR 1960 and all federal and NASA safety and health policies and requirements. Parts 5–11 include safety and health requirements for specific tasks or situations. The Handbook is available on line through the JSC Safety and Total Health Homepage. It is a controlled document, and the on-line version is the official version. Check the on-line version to verify that you are using the current requirements.

3. OSHA, federal, and other standards to follow

You shall follow safety and health standards issued under the Occupational Safety and Health Act and other federal regulations. This includes the following standards:

- a. ***OSHA standards.*** JSC shall follow safety and health standards issued by OSHA under Section 6 of the Occupational Safety and Health Act. We may follow alternate or supplementary standards that NASA Headquarters and the Secretary of Labor approve as described in 29 CFR 1960.17, "Basic Program Elements for Federal Employees OSHA." This Handbook references any alternate standards that exist for NASA in the appropriate chapters.
- b. JSC shall follow these ***other federal standards:***
 1. Federal Aviation Administration standards applicable to public aircraft, since NASA operates its aircraft as public aircraft
 2. Department of Transportation standards for shipping and handling hazardous materials
 3. Environmental Protection Agency standards for recovering, controlling, and disposing of hazardous wastes
 4. Nuclear Regulatory Commission standards for handling radioactive sources
 5. The American Disabilities Act requirements for disabled employees

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- c. JSC shall follow any *consensus standards* referenced in this Handbook.

4. NASA and JSC requirements and standards to follow

You shall follow any NASA Headquarters safety and health requirements and standards called out in this Handbook such as:

- b. NASA Policy Directives (NPDs)
- c. NASA Procedural Requirements (NPRs)
- d. NASA or JSC Standards
- e. JSC Policy Directives (JPDs)
- f. JSC Procedural Requirements (JPRs)

You shall follow any NASA, JSC, or other standards as well as NPDs, NPRs, JPDs, and JPRs referenced in this Handbook.

5. Standards for JSC civil service employees working at another site

If you work at a non-JSC site, you shall:

- a. Follow local requirements and standards if another NASA center or federal agency oversees the site.
- b. Follow JSC or local requirements and standards at other sites (including foreign countries), whichever is more stringent.
- c. Tell your management if the requirements or standards at another federal agency's requirements conflict with NASA, JSC, or OSHA standards and:
 - 1. Follow the most stringent standards until the conflict is resolved.
 - 2. If the conflict involves NASA standards, your management shall tell the NASA-designated safety and health official of the conflict.
 - 3. If the conflict involves OSHA standards, the NASA-designated safety and health official tells the Secretary of Labor and the other federal agency of the conflict so that it can be resolved.

6. Variances to safety and health requirements and standards

Variances are a means to get authorization to take a different approach to meet the intent of the requirement, rather than to ignore requirements. To get a variance, you shall:

- a. Prepare a written request for variance that includes:

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1. What the variance is. Reference the requirement or standard. Search the requirement to its original source. Some NASA or JSC requirements may actually be OSHA requirements.
 2. The time period for the variance. List a date range or “indefinite.”
 3. The reason you need the variance. Give detailed justification on why you can’t follow the requirement or standard.
 4. A risk assessment to determine whether the risk increases with countermeasures in place.
 5. Actions taken to control the hazard, such as how you will provide equal protection to your employees. If you don’t provide equal protection, you shall justify the increased risk.
 6. A plan for correcting any deficiencies with expected completion dates or milestones for achieving compliance.
 7. Approval signature from your director or program manager (director level).
- b. Send the request to the Director, Safety and Mission Assurance Directorate, or Director, Space Life Sciences, for health requirements, who will approve or disapprove the request and send it to higher management for more approvals if necessary.
- c. This table tells you who shall approve certain variances and what other requirements apply.

<i>Variances to . . .</i>	<i>Shall be approved by . . .</i>	<i>Requirements and comments . . .</i>
JSC requirements or standards	Director, JSC (with concurrence from the Director, S&MA, Director, Space Life Sciences; concurrence is necessary for variances to health requirements)	<ul style="list-style-type: none"> The approval shall include an acceptance of risk if there is an increase in the risk level.
NASA Headquarters program-level safety and health requirements	NASA Headquarters through the Director, S&MA (or Director, Space Life Sciences, for health requirements), and the Center Director	<ul style="list-style-type: none"> You can find NASA’s variance policy in paragraph 1.13 of NPR 8715.3, “NASA General Safety Program Requirements,” current version.

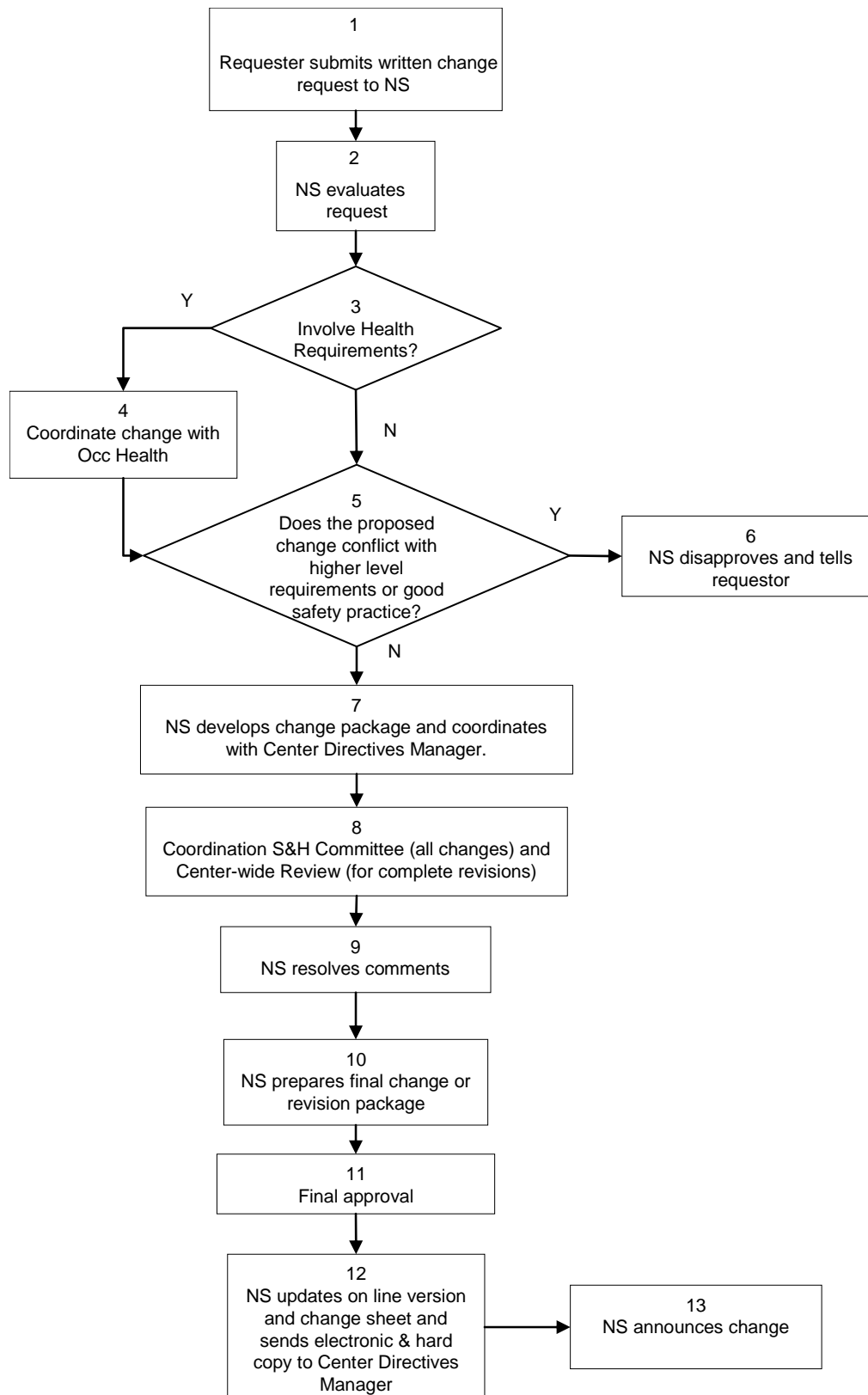
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NASA Headquarters project-level safety and health requirements	Center Director through the Director, S&MA (or Director, Space Life Sciences, for health requirements)	<ul style="list-style-type: none">• JSC shall provide copies of these variances to NASA Headquarters, Office of Safety and Mission Assurance.• The approval shall include an acceptance of risk, if there is an increase in the risk level.• You can find NASA's variance policy in paragraph 1.13 of NPR 8715.3, "NASA General Safety Program Requirements," current version.
OSHA standards	Secretary of Labor through the Director, S&MA (or Director, Space Life Sciences, for health requirements), Center Director, and NASA Headquarters	<ul style="list-style-type: none">• Requests shall include a very detailed justification and an alternate standard that provides equal or greater protection.• This process takes at least 3 months.• OSHA rarely approves variances.• See 29 CFR 1905, "Rules of Practice for Variances, Limitations, Tolerances, and Exemptions."
Other federal, state, or local standards such as Environmental Protection Agency (EPA), Department of Transportation (DOT), or Texas Natural Resources Conservation Commission (TNRCC)	NASA Headquarters and the agency that issued the standard	<ul style="list-style-type: none">• See the standard for details on how to get a variance.• JSC's Environmental Services Office shall also approve requests for variances from any environmental protection standard such as EPA or TNRCC.
Consensus standard	Whoever the standard authorizes	<ul style="list-style-type: none">• See the standard.• JSC may be allowed to approve a variance.

7. Changing this Handbook

We may change this Handbook due to changes in higher-level requirements or due to better ways of doing business. The following flowchart outlines the process for suggesting and making changes to the Handbook. Your change request shall include the following:

- a. The paragraph and subparagraph reference and page number.
- b. The suggested change.
- c. Reason for the change.



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8. Responsibilities

The JSC Safety and Test Operations Division (NS) is responsible for maintaining this Handbook and posting changes to the Safety and Health Homepage.

9. Safety and health records

The following records document JSC's safety and health program:

- a. Center-level records:
 1. Current JPR 1700.1
 2. Change records to JPR 1700.1
 3. Variance documentation – JSC shall send copies of any variances that JSC approves to NASA-level requirements to NASA Headquarters, Office of Safety and Mission Assurance.
- b. Organizational-level records – No organizational-level records are required. You are encouraged to keep copies of variances granted for your work areas.